

**FM066 Budget Operating Plan**

During a review of the data in the BOP table, it was found that the Unit Code of HOURS was being populated in the table, instead of FTE. There is no computation to convert HOURS to FTE for planned data. The data warehouse summarizes Statistical Unit data only if the Statistical Unit equals FTE, therefore the data entered as HOURS is essentially ignored for reporting and could cause comparison issues if you intend to compare planned FTEs to actual FTEs. As we instructed during the BOP Training classes, the only valid entries for the Unit field are FTE or NONE. If we find that the Unit field has been populated with HOURS, you will be asked to make adjustment BOPs to back out the HOURS and establish the FTEs.

A word of warning as you begin to enter your new BOPs into the system for the FY03 initial targets. If the Unit field on the Budget Detail screen contains a blank (null) value, the system will allow the BOP to be approved. But once the document has been approved, the system will prohibit any negative adjustments to be made to that particular detail line(s). Please ensure that the Unit field contains one of the two valid values (NONE or FTE) before approving the document.

**FM006 - Budget Operating Plan Template**

A Template has been established for Fund Code 01, 02 and 23. Each template creates a quarterly detail line on the BOP Detail screen for the following object classes:

1110 2100 2200 2300 2400 2500 2600 3100

You may add additional object class detail lines or delete any unnecessary detail line. The template will automatically populate the Unit field with FTE. Given the above situation, the Unit field may be left as FTE, even on the detail lines that contain non labor object classes. As stated above, the Unit field is used as a basis to summarize the amounts in the Quantity field. If the object class is a non labor object class, leave the Quantity as zero.

If anyone needs additional Templates established, please send your request through your Line Office contact. I will need to know the Fund Code, object classes and a 6 letter name to identify the template. Each template name has to be unique.

**DWFM0001 Budget, Expenses and Balances Query**

It has been discovered that there are a large number of records missing from the B&E Query application. There is a patch that is being uploaded into the system to correct the problem and to reload the missing records. The fix is expected to be completed by next week.